

YORK COUNTY ARTS COMMISSION

CHALLENGE GRANT

This challenge grant is intended for those applicants who will share an artistic talent with the York County community.

To be eligible for this grant, you must meet the following criteria:

- * The total amount requested may not exceed \$200.
- * Proof of matching pledge from private sources must accompany this application. Matching funds cannot be from a committee member or anyone from that committee or organization (e.g. board members, spouses, etc.)
- * Activity must occur within the County of York.
- * A final report must be submitted to the Commission and received by the last Friday in June for the fiscal year in which the grant was received.
- * Organizations proposing to use grant money to conduct performances or programs in York County schools must:
 - * specify where and when activities will be conducted (i.e., school name(s) and approximate date(s)), and
 - * provide written confirmation from the schools that they are in agreement with these performances or programs as scheduled.
- * Proof of tax-exempt status shall accompany this application.
- * All grant recipients must notify the York County Arts Commission at least five days prior to the event.
- * Activity must take place during the fiscal year for which the grant is required.
- * Their performances, projects, or services are accessible to handicapped individuals and the public at large.

Purpose: The program is designed to provide funding support to eligible organizations to create and present their work, to develop new and innovative programs, and to increase opportunities for visual and performing arts for all York County citizens.

Description: The amount of assistance available for a given project is limited to \$200. Challenge Grant payments can be expected by the end of August.

Eligible activities
include, but are
not limited to:

Performers
Exhibitions
Film or video production or presentation
Outreach programs for special audiences
Readings
Workshops, seminars, classes, conferences
Commission or purchase of new works of art for public use
Other activities to be determined by the Commission

YORK COUNTY ARTS COMMISSION
CHALLENGE GRANT APPLICATION

Deadline for submission: **The first Monday of February.**

Date of application: _____

I. Name of Organization _____

Mailing Address _____

Contact person and title _____

Address _____

Phone _____

II. Amount of funding requested _____

III. Project Summary

This should include a description of the project, dates, audiences served, facilities, sponsoring organization, challenge donor, project leadership and any other pertinent information.

IV. Project Budget

Income	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
Total	_____	\$ _____

Expenses	_____	\$ _____
	_____	\$ _____
	_____	\$ _____
TOTAL	_____	\$ _____

Net Income (Deficit) \$ _____

The undersigned certifies that, to the best of their knowledge, the information in this application is true and correct.

Signature of Authorizing Official

Name

Title

Attachments:

_____ Proof of matching pledge from private sources.

_____ Copy of Federal tax exemption letter. (If a copy has been submitted to this commission with a prior application, there is no need to resubmit unless tax status has changed in any way.)

Deadline is the first Monday of February. Applications received after that date will not be considered.

Submit **seven** copies of the application and attachments to (**Note:** Only **one** copy of any supplemental materials, such as brochures, newspaper articles, etc., should be submitted with application):

Mailing Address:

YORK COUNTY ARTS COMMISSION
County of York
P. O. Box 532
Yorktown, VA 23690

Street Address:

YORK COUNTY ARTS COMMISSION
c/o York County Parks & Recreation
100 County Drive
Yorktown, VA 23692
(757) 890-3500

YORK COUNTY ARTS COMMISSION
FINAL REPORT

Date _____

Name of Organization _____

Address _____ City _____ Zip _____

Type of grant received: _____ Project Grant _____ Challenge Grant

Amount of grant money received \$ _____

Other income sources supporting the project: _____

The grant fund was spent to accomplish:

How did the funds fit into the organization's overall work for the fiscal year?

How did these funds benefit the local community?

Approximate number of volunteers _____, participants _____, and/or audience _____ involved in project.

Signature(President or Treasurer)

*** DEADLINE FOR THIS FORM TO BE RECEIVED BY THE COMMISSION IS
THE LAST FRIDAY IN JUNE.**

YORK COUNTY ARTS COMMISSION

PROJECT GRANT POLICIES

Criteria For Project Grant Funding

Individuals and organizations are eligible to receive a grant from the York County Arts Commission if:

- * the organization is not-for-profit and is exempt from Federal income tax under provisions of the Internal Revenue Code;
- * they produce, present, or support dance, literary arts, media arts, music, theater, museums, visual and related arts;
- * they perform or offer activities/services in Williamsburg, James City County, or York County which also serve the citizens of York County;
- * their performances, projects, or services are accessible to handicapped individuals and the public at large;
- * their performances, projects, or services which are not held in Williamsburg, James City County, or York County are deemed by the Commission to directly benefit the citizens of York County;
- * activity will take place during the fiscal year for which the grant is requested.

General Consideration

- * All funding requests must be submitted on Commission forms. Requests must be made in accordance with Commission deadlines. **Seven** (7) copies of the grant application must be submitted to the Commission. If sending supplemental information (brochures, newspaper articles, etc.), please send only **one** (1) copy of each.
- * The Commission looks more favorably upon applications which show evidence of financial assistance from sources other than the York County Arts Commission.
- * Sound management, adequate fiscal responsibility, and the overall quality of proposed projects are major factors in evaluating funding requests.
- * Projects, performances, and/or services already completed will not be considered for funding.
- * A signed application form is the applicant's agreement to provide the described service and to comply with the York County Arts Commission Project Grant Policies.
- * Notification shall be given to the Commission in advance of major changes in activities, personnel, or

budget described in the application. The Commission reserves the right to recommend adjustment to grant funding if, in its opinion, these changes so dictate said action.

- * Support for an organization or project does not imply future Commission support. Applications must be made each year and will be considered in relation to other applications.

Reporting Requirements

- * The Commission requires completion and return of the final report that is included in the grant application package from each grant recipient no later than June 30.
- * Each grant recipient must maintain accurate financial records for any activity supported by Commission funds. The Commission shall have access to these records.

Acknowledgment

- * In all published material and announcements regarding the particular activity supported, acknowledgment must be made that the activity is partially supported by a grant from York County.

Grant Payments

- * Grant monies will be awarded with a one-time, lump sum payment. Payment can be expected by the end of August.

YORK COUNTY ARTS COMMISSION

PROJECT GRANT

Deadline for submission: **The first Monday of February.**

PREVIOUSLY SUBMITTED DOCUMENTATION/MATERIAL THAT HAS NOT CHANGED SINCE LAST SUBMISSION SHOULD NOT BE RESUBMITTED.

Date of application _____ Organization's FY dates _____

I. Name of Organization _____

Mailing Address _____

Contact person and title _____

Address _____

_____ Phone _____

II. Amount of funding requested _____

III. Project Summary: Within the space provided below briefly outline proposed use of the grant. Limit to **50 words** or less.

IV. A. List the goals and objectives of the proposed project.

B. In the space provided, please indicate the appropriate information regarding the proposed project.

<u>ACTIVITY</u>	<u>DATE</u>	<u>FACILITY</u>	<u>VOL.HOURS</u>	<u>AUD.SIZE</u>	<u>AUDIENCE BEING SERVED</u> (SRS./MINORITIES/SPECIAL POP.)
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Comments: _____

C. Who will be in charge of the artistic direction of each project? List title and principal qualifications. (Previous grant recipients only need to update past resources submitted and/or attach new resumes.)

- D. If applicable, give the name(s) of any organization(s), other than the applicant, that will assist in the project. Describe the nature of the assistance.

PROJECT GRANT BUDGET AND SUMMARY FINANCIAL STATEMENT

Revenue	FY01 ACTUAL <u>EXPENDITURES</u>	FY02 CURRENT <u>BUDGET</u>	FY03 <u>PROPOSED</u>
RETAINED EARNINGS	_____	_____	_____
CONTRIBUTIONS/GRANTS	_____	_____	_____
EARNED INCOME	_____	_____	_____
FUND RAISING	_____	_____	_____
OTHER _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS:	_____	_____	_____

EXPENSES	FY01 ACTUAL <u>EXPENDITURES</u>	FY02 CURRENT <u>BUDGET</u>	FY03 <u>PROPOSED</u>
ADMINISTRATIVE SALARIES	_____	_____	_____
OTHER ADMIN. COSTS	_____	_____	_____
ARTIST/PERFORMER/ LECTURER FEES	_____	_____	_____
ADVERTISING/ FUND RAISING COSTS	_____	_____	_____
OPERATIONAL EXPENSES	_____	_____	_____
OTHER _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS:	_____	_____	_____

NET INCOME DEFICIT _____

The undersigned certifies that, to the best of his/her knowledge, the information in this application is true and correct.

Signature of Authorizing Official

Name

Title

Attachments:

_____ List of Board members/trustees, including addresses and positions held on the Board.

_____ Copy of Federal tax exemption letter. (If a copy has been submitted to this commission with a prior application, there is no need to resubmit unless tax status has changed in any way.)

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